



**Minutes of a meeting of the Board of the Agency held on Thursday 4 December 2008 at 12.30 pm, in the Boardroom, NIMDTA, Beechill House, 42 Beechill Road, BELFAST BT8 7RL**

**PRESENT:**

**Members**

Dr H McGuigan (Chairman)  
Mrs A Eggert  
Dr RJ Atkinson  
Mr A Baird  
Dr J Marley

**Officers**

Dr T McMurray (Chief Executive/Postgraduate Medical Dean)  
Ms M Roberts (Administrative Director)  
Mr T Hutchinson (Finance Manager)  
Dr C Loughrey (Director for Postgraduate GP Education)  
Dr D Hussey (Postgraduate Dental Dean)  
Ms R Campbell (Human Resources Manager)

**In Attendance**

Mrs P Dardis

1. **APOLOGIES**

Mrs Judith Eve

2. **ANNOUNCEMENTS**

Dr Hussey (PGDD), at the request of the Chairman, had arranged for members of the Board to visit the School of Dentistry on 1 December. The visit had been very informative and the Chairman thanked Dr Hussey and asked that he write and thank Dr Johnston for facilitating the tour.

**PGDD**

3. **MINUTES OF THE MEETING HELD ON 2 October 2008 (Paper B08/24)**

The minutes of the last meeting held on 2 October 2008 copies

of which were circulated prior to the meeting were approved subject to the following amendments:

Page 4 – Report on Organisational and Management Issues, Data Protection and IT Security – Para 2, should read:

... Mrs Eggert was concerned that NIMDTA had no control over external access to its IT system. The Board agreed that it may be unwise to develop its own policy ...

Page 5 – Date of next meeting, add:

4 December 2008

4. **MATTERS ARISING FROM MINUTES**

All other items to be dealt with in the Agenda

5. **FINANCIAL UPDATE**

Mr Hutchinson informed the Board that he had met with the Board members of the Audit Sub-Committee on 16 September 2008 at the end of the Business Planning Workshop for a short meeting.

The Board noted and approved a copy of page 25 of the Accounts for the year ended 31 March 2008, amended at the request of the External Auditor, who had asked for further disclosures.

The Board received and noted the Budget Update from the Finance Manager.

Mr Hutchinson gave a summary of the budget deficits/funding shortfalls to the Board. The Department had agreed to fund the shortfall in the GP Vocational Training Scheme due to the increased cost of expanding training to the 18 month model. An allocations letter confirming the additional funding was awaited. The DPGPE had also submitted a business case for consideration by the Department for the projected shortfall in the GP Appraisal budget.

He informed the meeting that the current prompt payment compliance rate was 95% within 30 days by value and 78% by volume. It was hoped that this would show an improvement by the end of the financial year as payment by BACS was being phased in shortly.

The budget overall was on track to make a breakeven position.

Mr Hutchinson had been informed by the Department that the Agency would be required to make accumulative savings of £259k by 2011.

6. **REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper BO8/25)**

The Board received and noted a report from the Chief Executive which included an update on:

- PMETB and the Annual Deanery Report
- Medical Leadership Curriculum
- Foundation Programme Recruitment 2009

Dr McMurray informed the Board that it was a PMETB requirement for the Agency to provide an annual Deanery Report. The information would provide PMETB with a concise report of education and training in all Specialties and the Foundation Programme. Mr Keith Gardiner (Associate Dean for Secondary Care), was currently collating the information provided by the Trusts via the Directors of Medical Education and Specialty Schools. The deadline for submission of the final report was 23 December. Dr McMurray hoped to bring together a small Quality Management Working Group to look at the report. The final report would be shared with the Board at the next meeting in February 2009.

CEO/PGD

Dr McMurray further informed the Board that the Academy of Royal Medical Colleges was currently developing a new Medical Leadership Curriculum, a draft of which had been enclosed with the Board papers. The curriculum was currently being assessed by PMETB and if approved it would be a statutory requirement for the Agency to take this forward. A business case would then need to be developed by the Agency and submitted to the Department for their consideration.

Dr McMurray tabled a copy of the Foundation Programme Recruitment 2009 Application Process timeline for the information of the Board. Two hundred and sixty four candidates had applied for the two hundred and thirty four positions available within the Northern Ireland Foundation School. All applicants had been scored and would be entered onto the national database following a quality assurance process. Application results would be available from 4 January 2009.

7. **REPORT FROM POSTGRADUATE DENTAL DEAN (Paper B08/26)**

The Board received and noted the report from the Postgraduate Dental Dean.

Dr Hussey informed the Board that:

- Funding had been allocated by the Department for the continuing professional development for dental care professionals. The post of DCP Co-ordinator would be advertised shortly and it was hoped that interviews would take place in January. The post would initially be for six months and would have the support of a Band IV Administrator. There may be a possibility of a secondment into NIMDTA for six months by a current dental care professional. The first step would be to establish how many DCPs there were in Northern Ireland.
- The recruitment process for Vocational Training and General Professional Training would commence in January.
- Special Care Dentistry had been recognised from October 2008 as a new dental specialist discipline by the GDC. There would be a two year mediation period to apply to the GDC for inclusion onto the Specialist list. There may be a need to introduce a specialist training programme in this discipline.
- There had been several meetings held within the Dental Department to discuss the issue of charges for dental courses. The Dental Calendar would in future run from the start of April to end of March in line with the financial year.
- The post of Associate Adviser in Continuing Education had been advertised. The deadline had been extended and a flier had been sent out to every Practice. Interviews were due to take place in the New Year.
- Dr Hussey informed the Board that after exploring options with the Chief Executive for potential savings, it was proposed to cease the study clubs at the end of March 2009 when the current clubs were scheduled to finish. Attendance had fallen from sixty to thirty from last year, though the cost of running the clubs remained the same. This would probably make a saving in the region of £40K. He stressed that other areas of potential

savings were also being considered. The Board was supportive of this proposal.

- Following discussions with the Acting Chief Dental Officer, the Postgraduate Dental Dean confirmed that NIMDTA's remit is first and foremost the provision of continuing professional development for dentists in Northern Ireland who provide a dental service under the NHS.
- Dr Hussey agreed to provide a brief paper on the Quality Assurance process for GPT/VT for the next meeting of the Board.

**PGDD**

8. **REPORT FROM DIRECTOR OF POSTGRADUATE GP EDUCATION (Paper B08/27)**

The Board received and noted a report from the Director for Postgraduate General Practice Education which covered an update on the following:

- Restructuring of the General Practice Department
- Specialty Training
- Continuing Professional Development (CPD)
- GP Appraisal

Dr Loughrey updated the Board, at the request of the Chairman, on the progress of the restructuring of the General Practice Department. Applications had been received for the posts of Deputy Director and Associate Director for CPD. No applications had been received for the post of Associate Director for Appraisal and the post would be re-advertised shortly.

The Department of Health (England) and Royal College of General Practitioners were reviewing Specialty Training in view of recommendation 45 of the Tooke Report. Dr Loughrey informed the Board that there was likely to be a significant extension and expansion of UK wide training posts in the next two to five years. Training currently extends over three years and was likely to be extended to five.

Dr Loughrey informed the Board that the Athena programme would continue in its current form for the next semester commencing January 2009 through to June 2009, by which time the Intrepid on-line course booking system would be in place.

The Administrative Director informed the meeting that the Agency had been communicating with HICOM and it was

hoped Intrepid would be up and running by the start of the next financial year. The Chairman asked if it would be possible to arrange a demonstration to the Board for the next meeting.

**IT Officer**

The Regulation and Quality Improvement Authority (RQIA) had formally accepted the proposed action plan for appraisal in response to the recommendations of the external review.

9. **REPORT ON ORGANISATIONAL AND MANAGEMENT ISSUES (Paper B08/28)**

The Board received and noted a report from the Administrative Director which covered the following:

- Draft Annual Report 2007/08
- Business Plans 2008/09 and 2009/10
- Health and Safety Report
- Risk Register
- Publication Scheme
- Agenda for Change (AFC)
- Complaints

Members received and approved the following:

- Draft Annual Report 2007/08
- Interim Report on the 2008/09 Business Plan
- Draft Business Plan 2009/10
- Health and Safety Report

**Annual Report**

The Administrative Director informed the Board that the draft annual report would go for consideration to the Officers Accountability Review meeting in December 2008 and the main Accountability Review meeting in January 2009. The final version would be published on the Agency website.

**Business Plan**

The interim report on the Business Plan 2008/09 had been discussed at length at the Business Planning day in September attended by members of the Board. Some of the objectives would be carried through to the next year's Business Plan.

Ms Roberts further informed the Board that the draft Business Plan 2009/10 which had been discussed at the Business Planning day would also be considered at the Accountability Review meetings. The Plan included a number of new areas of activity due to PMETB requirements. The Business Plan's

**Admin Dir**

objectives would be reflected in the revised Strategic Plan which would go for consideration to the next Board meeting.

### Health and Safety Report

The Health and Safety Report which included a summary of risks identified and how these would be handled was approved subject to the correction on page two, action points 1.8 and 1.9 to read '31 March 2009'. The Chairman commented that the recommendations made common sense and good practice.

Members received and approved the following policies:

- Health and Safety
- Waste Management Policy (pagination to be added)
- Fire Safety Policy
- Risk Register 2008/09
- Publication Scheme
- Freedom of Information Charging Policy

The Publication Scheme would be published on the Website.

Mrs Eggert asked if a spreadsheet of Agency policies, detailing when first written, ratified and due for review could be provided for the next meeting of the Board. Ms Roberts agreed to supply this.

**Admin Dir**

### Agenda for Change

In relation to Agenda for Change, legal advice had been obtained from the CSA Legal Directorate which indicated that to take action may be unlawful. The Department had also advised the Agency not to take any further action at this stage as it was seeking agreement from the Department of Finance and Personnel to waive the requirements to recoup any overpayments.

### Complaints

The Agency had provided the Office of the Ombudsman with a detailed response to the complaint reported at the last meeting and would await the Commissioner's findings.

10. **REPORT FROM HUMAN RESOURCES MANAGER (Paper B08/29)**

The Board received and noted the report from the Human Resources Manager which covered the following:

- Resourcing
- Recruitment
- HR and Finance IT Systems
- New Staff Handbooks
- Corporate Image

Members received and noted the following paper:

- Agenda for Change Staff Handbook

Ms Campbell had attended a working group held on 3/4 November 2008 which had been established to produce a tender specification for the replacement of HR, Payroll and Travelling Expense systems for the whole of the HPSS.

The Human Resources Manager and Administrative Director were scheduled to meet with the Internal Auditor on 14 January 2009 to look at the proposed Audit Plan for 2008/09. The four areas which were due to be looked at were, Terms and Conditions, Risk Management, Financial Review and Performance Management. The Chairman queried the need for all of these areas to be audited this year as it was likely to put undue pressure on the staff.

Ms Campbell informed the members that a copy of the Educators Handbook would be sent for consideration to the next meeting of the Board.

**HR Manager**

The Agency would be reviewing its corporate image. Mrs Lesley Whan, the Dental Training Co-ordinator, would be delivering training to staff in the new year.

11. **CORRESPONDENCE/REPORTS/PAPERS FOR INFORMATION**

The members received and noted Papers B08/30, B08/31, B08/32 and B08/33.

The Chairman asked the Chief Executive to respond to the consultation on 'Reform of the Medical Advisory Structures', Paper B08/30 on behalf of the Agency.

**CEO**

12. **ANY OTHER BUSINESS**

The Chairman wished the members of the Board to note that he was in receipt of correspondence issued by the Office of the Permanent Secretary on 'Issues regarding the use of External Consultants'. A copy had already been forwarded for the attention of Mr Albert Baird (Chairman of the Audit-Sub Committee), but he would also forward it for information to the

rest of the Board Members.

It was noted that the Beeches was considered to be an internal organisation for the purposes of audit, training and management consultancy. The Board also recognised that until the Service Level Agreement was in place with Regional Supplies, the Agency would continue to use Millenium Advertising.

13. **DATE OF NEXT MEETING**

Wednesday 25 February 2009 @ 12.30 pm in Committee Room 2

Future Dates:

Thursday 18 June 2009 @ 12.30 pm

Thursday 1 October 2009 @ 12.30 pm

Thursday 3 December 2009 @ 12.30 pm